

**ADVANCED CONCENTRATION
FIELD PLACEMENT PROCESS
&
TIMELINE**

PREPARATION

In planning for the Advanced Concentration placement, be aware of the following materials available on the website:

1. MSW Student Manual

2. Practice Systems (Fields of Practice) Document

The document describes the fields of practice and provides examples of some of the placement agencies. Specialized field learning opportunities are described.

3. Advanced Concentration Process Checklist

The document provides a brief overview of the placement process and important dates in a worksheet format.

4. Specialized Field Learning Opportunities Document

The document describes the Specialized Field Learning Opportunities offered and Faculty Coordinator contact information for each program.

5. Advanced Concentration Field Placement Questionnaire

The questionnaire, completed by the student, helps the Field Learning Team and the Faculty Advisor recommend placement options based on educational interests, fields of practice, type of setting, populations, and other relevant information you provided. This is a very important document because it is one of the tools used by the Field Learning Team for placement selection - it is your input into the placement selection process. Thus it should be completed carefully and thoughtfully. *The document includes an application for Specialized Field Learning Opportunity.* Please ensure all address and transportation information is accurate and specific. If there are special concerns or personal issues, concisely articulate them. Remember, this document is not sent to agencies; it is only used by the Field Learning Team and, if applicable, the Specialized Field Learning Opportunity Faculty Coordinator.

6. Advanced Concentration Summary Form

The form, completed by the student, describes the first year placement, as well as learning opportunities and needs for the Advanced Concentration year. This summary is forwarded to the placement agency with your resume.

- a. These documents are often the agency's first impression of the student. Therefore, your summary form should be well-written and thoroughly describe your first year learning experience from a skills perspective. The agency may use this information to help determine where you fit best within its organizational and supervisory structure.

PLANNING / INFORMATIONAL MEETINGS

Informational Meetings for Specialized Field Learning Opportunities

The Program Faculty Coordinators provide group informational meetings for interested students February 10th to 20th. Schedules and locations are posted for students.

Planning Meetings: Faculty Advisor–Student

The Faculty Advisor sets up individual, face-to-face meetings with you during February and March. You *must come prepared* with a completed Advanced Concentration Field Placement Questionnaire, Advanced Concentration Student Placement Summary Form, an up-to-date resume, a copy of your academic program (from Albert), and ideas for the placement.

During this meeting you and your Faculty Advisor will review:

- a. The materials that go to the Field Learning Office for placement selection:
 1. Advanced Concentration Student Summary Form
 2. Advanced Concentration Field Placement Questionnaire (*with completed section for Application for Specialized Field Learning Opportunity if applicable*)
 3. Resume (CV)
- b. The documents that are sent to the Advanced Concentration placement agency:
 1. Advanced Concentration Student Summary Form
 2. Resume (CV)

This meeting gives you and your advisor the opportunity to discuss areas of practice, learning needs, and placement options. It should be noted there are a variety of market and student-driven factors that influence placements including: fluctuations in agencies, market demands that affect the number and types of placements being offered, agency skill requirements (e.g., language), competition between the area schools for placements, programmatic changes or cancellation of internships within agencies, available certified field instructors, enhancement of professional development, and the agency not accepting a student based on a perception of mismatch.

After your meeting with your Faculty Advisor you will email your completed forms to field.learning@nyu.edu along with an updated resume (three documents). In addition, your Faculty Advisor will complete and submit a student summary to the Field Learning Team.

The deadline for submission is **March 13th, 2009**. Any change after this date (e.g., if you move, necessitating a placement in a different geographical location) may delay the placement process.

Interviews for Specialized Field Learning Opportunities

A requirement for application to a Specialized Field Learning Opportunity is an interview with the Program Faculty Coordinator. Interviews are scheduled April 6th to 30th.

PLACEMENT SELECTION, MATCHING, & CONFIRMATION

The Field Learning office works throughout the year to select diverse placement agencies and generate new placement sites. Students may recommend agencies to the Faculty Advisor, who will share this information with the Field Learning Team. New agencies will be contacted about the possibility of becoming a placement site. This process must be handled by the Field Learning office for many reasons, including determining if the agency meets the school's educational requirements. **Students are not to contact agencies directly to arrange their own placement or schedule appointments with agencies to inquire about new placements.** Keep in mind if an agency is selected that a student recommended, there is no guarantee that placement will go to the student who suggested it.

It is also important to note that students cannot be placed in an agency where there is a **dual relationship**. This includes, but is not limited to, situations where a friend or relative works in the agency, or the student or someone close to the student has received services in the agency.

Once agencies are selected as placement sites and recommendations have been made by the Faculty Advisor, the Field Learning Team evaluates potential matches based on numerous factors including your identified learning needs, social work-related experience, agency availability, and agency requirements and expectations.

When a match has been made, you will get a call from a member of the Field Learning Team with internship site information. In most cases, you will then contact the agency's Educational Coordinator to schedule a confirming meeting (similar to an interview). Following the confirming meeting, the agency will contact the Field Learning office with impressions of the student-agency match. Most students match well and are confirmed by the agency. In cases of a poor match, the decision is communicated by the agency to the Field Learning office, and another match is made.

Upon your acceptance by the agency, the Field Learning office confirms the placement and notifies you by email during the summer.